



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

For New Non-Residential Building

Attached is a description of the procedures and the required applications for a building permit for a new non-residential building. Included are the following documents:

- Procedures for Building Permit
- Building Permit Application
- Water – Sewer Application
- Contractors' List
- Police Emergency Contact List
- Architect's Certification of Plans
- Engineering Plan Checklist
- Site Preparation and Maintenance
- Fees for Non-Residential Permits
- Cash Performance Bond and Landscape Bond
- Certificate of Occupancy Requirements
- Application for Zoning Certificate of Occupancy

If you have any questions regarding your permit, please contact the following Community Development staff during regular Village Hall hours (Monday through Friday; 8 A.M. to 5 P.M.).

Building and Zoning Assistant
Michelle Mahlan
(630) 654-8181, ext. 3010
mmahlan@burr-ridge.gov

Assistant to the Village Administrator
Evan Walter
(630) 654-8181, ext. 2010
ewalter@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the building permit process. All of this information and more is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

New Non-Residential Building

A building permit is required for the construction of a new non-residential building in the Village of Burr Ridge. Applicable regulations include the following:

- International Building Code (IBC), 2012 Edition
- International Mechanical Code (IMC), 2012 Edition
- International Fuel Gas Code (IFGC), 2012 Edition
- International Energy Conservation Code (IECC), 2012 Edition
- Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
- International Plumbing Code (IPC), 2012 Edition
- International Fire Code (IFC), 2012 Edition
- International Wildland-Urban Interface Code 2012
- NFPA 70, National Electric Code (NEC), 2011 Edition
- NFPA 101, Life Safety Code (NFPA 101), 2012 Edition
- Illinois Accessibility Code (IAC), Latest Edition as mandated by the State of Illinois
- International Existing Building Code, 2012 Edition
- Village of Burr Ridge Building Ordinance, Ordinance #1124; including miscellaneous amendments to the above listed model codes as listed in Article VII
- Village of Burr Ridge Zoning Ordinance, Ordinance #834
- Village of Burr Ridge Municipal Code, Chapter 8 - Stormwater Management

At the time of application for a building permit: the following information must be provided for a building permit for a new non-residential building:

- **Building Permit Application;** A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.
- **Plan Exam Fee/Deposit:** A deposit of \$2,000 is due at the time of application.
- **Required Plans and Documents:** the following plans are required:
 - 2 copies of a certified Plat of Survey showing all current improvements and related conditions of the property and providing the exact area of the lot (in square feet).
 - 4 copies of the architectural plans; signed and sealed by an Illinois Licensed Architect as required by Section 242 of the Burr Ridge Building Ordinance.
 - 4 copies of a civil engineering plan showing all information as per the attached Engineering Plan Checklist.
 - Completed Contractor's List, form attached, with copy of plumber's Illinois Plumbing License and electrician's license (no other contractor licenses are required).
 - Completed Application for a Zoning Certificate of Occupancy with \$50 fee.
 - 3 copies of elevator shop drawings, if applicable

Other Required Agency Approvals: In addition to Village approval, all new commercial buildings will require the approval of one or more of the following agencies prior to issuance of a Village of Burr Ridge building permit. Plans should be submitted directly to these agencies:

- Fire Protection District: The Village is served by both the Pleasantview Fire Protection District (708-352-3021) and the Tri-State Fire Protection District (630-654-6284).
- DuPage or Cook County Health Department for restaurants, hotels, and healthcare facilities.
- Flagg Creek Water Reclamation District or Du Page County Public Works Department for sanitary sewer connections or modifications for properties in each of the respective districts.
- Property Owners' Associations for all building additions in the Burr Ridge Corporate Park and any other subdivision with a property owners' association.

After submittal of a complete building permit application package; the plan review process will begin. You may expect the following for the plan review process:

- The **first plan review process** will be completed within 14 working days. If the plans and related documents are not completed in full compliance with the applicable codes, resubmittal of said plans will be required.
- All **subsequent plan reviews** after the first plan review will be completed in 10 working days. Permit applicants will be notified upon completion of each plan review.

After approval of all plans; you will be notified that the permit is ready to be issued and will be asked to provide the following:

- Payment of final building permit fee as per the attached building permit fee schedule.
- Posting of a minimum \$5,000 cash bond for the purpose of insuring against damage to public property; to ensure compliance with Building and Zoning Ordinances, and to ensure that property is maintained in a condition that does not endanger the public health or safety.
- A Code of Conduct and Permit Display Sign will be provided by the Village and must be posted on the property prior to construction.

After issuance of the building permit; you may begin construction but will need to do and know the following:

- **Preparation of Construction Site:** Before construction, site preparation must be completed and inspected by the Village. Details are provided in the attached flyer.
- **Additional fees** may include \$100 for re-inspections and \$300 for a stop work order.
- If there are any **deviations from the approved plans**, the applicant must contact Village staff to review and approve changes before proceeding. Construction without a permit or not conforming to an approved plan is subject to a \$300 stop work order and a penalty fee equal to 150% of the building permit fee.
- A list of **required inspections** will be provided at the time of permit issuance. Applicant is responsible for scheduling all inspections. Call 630 654-8181, ext. 3100 by 3 pm the day prior to the desired inspection date.
- **Permitted times for outside construction by commercial companies** is Monday through Friday 7 AM to 7 PM; Saturday 8 AM to 5 PM; and is prohibited on Sunday and holidays. A stop work order will be issued for any violations of the permitted hours of operation.
- An **additional cash bond of \$2,500.00** may be required at the time a building certificate of occupancy is issued if final grading and landscaping are not completed.
- **Building Certificate of Occupancy** – Upon completion and before occupancy, it is the responsibility of the permit applicant to call for final inspections and to request a Building Certificate of Occupancy. Additional details are provided in the attached flyer.
- **Construction or sales trailers** require application and issuance of a separate permit.
- **Signs** are not reviewed in non-residential permit applications. A separate permit application is required for review and approval of sign packages.



VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

Non-Single-Family Residential

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- ☐ New Building – \$2000 Deposit ☐ Building Addition –\$1000 Deposit ☐ Building Alteration –\$650 Deposit
- ☐ Electrical, Plumbing or Mechanical Alteration or Service Upgrade -\$75 Deposit
- ☐ Demolition - \$75 Deposit ☐ Elevator - \$75 Deposit ☐ Other – Deposit to be determined

Description:

\$ Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:

PIN #

ALL FIELDS REQUIRED. COMPLETE APPLICATION IN ITS ENTIRETY OR THE PERMIT WILL NOT BE PROCESSED.

Permit Applicant:

Applicant's Address:

Business Phone:

Cell Phone:

FAX:

Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor:

Address:

Email:

Phone:

Architect:

Address:

Email:

Phone:

Property Owner:

Address:

Email:

Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review**. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant

Date of Submittal



VILLAGE OF BURR RIDGE
APPLICATION FOR WATER AND SANITARY SEWER SERVICE

Site Address: _____

Burr Ridge provides sanitary sewer service for properties in Cook County, only. Properties in Du Page County obtain sanitary sewer service from the Flagg Creek Water Reclamation District (630-323-3299) or from Du Page County (630-682-7130). It is the responsibility of the permit applicant to obtain a separate permit for those properties service by Du Page County or Flagg Creek WRD.

SUBMIT A PLAN SHOWING THE LOCATION OF THE BUFFALO BOX AND THE SEWER STUB & THE LOCATION OF THE SERVICE LINE FROM THE HOUSE TO THE BUFFALO BOX AND SHOWING THE DISTANCE FROM ONE SIDE LOT LINE

Owner(s) Name and Address: _____

Occupant's Name (if other than above): _____

Lot #: _____ Subdivision: _____ PIN #: _____

NOTE: Licensed Plumbing Contractor Required to Tap or Connect to Water Main (Attach Copy of IL Plumbing License)

Underground Plumbing Contractor: _____ IL License #: _____

Address: _____ Phone: _____

Service Type: Single-Family Residential: ☐ Industrial: ☐ Other: ☐

Water Connection Size: _____ Number of Feet from B-Box to Building: _____

Sewer Connection Size: _____ Number of Feet from Main to Building: _____

1. Owner agrees that all work will be performed in accordance with Village Ordinances and that all connections and joints on a service line shall remain uncovered until an inspection has been requested and approved.
2. **NOTE: The Applicant agrees to notify the Village Public Works Dept. at (630) 323-4733 at least 24 hours prior to the commencement of the work to be done.**
3. Once the connection is made, the Village agrees to provide owner with water/sewer, and owner agrees to pay for such service. The amount to be charged for such service shall be such amount that is established by the Village by Ordinance from time to time. No individual notice need be given regarding a change in rates under this contract—Owner acknowledges and understands that the Owner can obtain such information at any time from the Village.
4. Owner acknowledges that Owner has read and understands this form and understands that, in the event that Owner does not pay its water/sewer bill or any balance becomes delinquent on its water/sewer account, the Village of Burr Ridge may add collection fees, attorney's fees, costs, and any other charges permitted under The Municipal Code of Burr Ridge Sections 58.01-58.71 and 59.1.1-59.6.1.

IN WITNESS WHEREOF, I/we have executed this agreement on the date submitted and indicated below.

Signed and submitted this day of: _____

Owner Signature(s) _____

Address: _____ Phone: _____

FOR VILLAGE USE ONLY

Meter Size:	Meter #:	Fee:	Double Check Valve/ Pressure Reducer:
Tap-On Fee- Water:	Tap-On Fee- Sewer:	Construction Water Use:	Other:
Total Due: _____ (Cost of meter is finalized on date of delivery / pick-up)			
Approved: _____			Date: _____
Date: _____	Received By: _____		

CONTRACTORS' LIST



Permit No. _____

Please complete this form in its entirety and return with the permit application. If contractors are yet to be determined, the required information shall be provided prior to the permit being issued.

Project Address _____

Trade	Company Name	Address	Phone
General Contractor			
Concrete			
Electrical *			
Plumbing ** Underground			
Plumbing ** Indoor			
HVAC			
Roofing			
Carpentry			

* Provide copy of Electrical license.

**Provide copy of Illinois Plumbing license.



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

J. Douglas Pollock
Village Administrator

POLICE EMERGENCY CONTACT INFORMATION

Thefts from construction sites can be a problem in any area, and other emergency situations may also arise. In order to better protect your property, we ask your cooperation in two areas.

FIRST: Please post "NO TRESPASSING" signs at the perimeters of the property. Illinois law provides that before a person may be charged with Criminal Trespass to Land, he must first be advised to leave and refuse; or the land must be conspicuously posted. It is particularly important that a sign be placed at the main entrance to the site. There are occasions where a police officer may find unauthorized persons on the site late at night, with building material in their possession. If we are unable to contact you or otherwise prove that the material does not legally belong to the person, the officer will be forced to release the person. However, if the land is posted, the officer may automatically arrest the individual for Criminal Trespass. This will give us time to contact the appropriate people and determine ownership of the material.

SECOND: Please complete the following form and return it to the Building Department when making application for a building permit. It is important that we have a phone number of responsible individuals to be contacted at night or on holidays in the event of an emergency.

OWNER'S NAME: _____

ADDRESS OF CONSTRUCTION SITE: _____

GENERAL CONTRACTOR: _____

PERSONS TO BE CONTACTED IN THE EVENT OF AN EMERGENCY:

(Name)

(Business Phone)

(Cell Phone)

1. _____

2. _____

3. _____

(FOR OFFICE USE)

Permit #: _____ Date Permit Issued: _____



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certification of Plans

Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance By Signing and Sealing

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words "Licensed Architect," or "Structural Engineer," "State of Illinois." The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect's or structural engineer's responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Engineering Plan Checklist

Address:		Date:
Subdivision:	Lot #:	Top of Foundation (T/F) Elevation:
County: Du Page / Cook	Stormwater Permit #:	

The following information is required on all site engineering plans:

- ☐ Stamp and signature of a registered Professional Land Surveyor or Registered Professional Engineer with the plan date, license number, and license expiration date.
- ☐ Location of principal building and the proposed building setbacks from all lot lines.
- ☐ Location, dimensions, and setbacks of all accessory structures such as drives, walks and patios.
- ☐ Total square footage of the lot and all perimeter dimensions of the lot.
- ☐ Exterior air conditioning units and generators with year-round landscape screening.
- ☐ Hard surface material of driveway and width at the property line (9 to 22' per driveway; 36' combined) and details of driveway connection to existing curb or edge of street pavement.
- ☐ Driveway slope (maximum 12% grade), preferred range 3% to 8%.
- ☐ Setback of driveways from side lot lines (required minimum of 2 feet from interior side lot lines, 15 feet from corner side lot lines and 10 feet from any parkway trees)
- ☐ Location and typical cross sections for all retaining walls – retaining walls must be setback a minimum of 2' from all lot lines and cannot exceed 42" in height.
- ☐ All perimeter dimensions of the principal building foundation including any jogs or offsets.
- ☐ T/F including all vertical changes in elevation and consistent with approved subdivision plans.
- ☐ Location and T/F of adjacent lots (if vacant, give proposed T/F).
- ☐ Proposed and existing contours and with existing contours extending a minimum of 10 feet onto adjacent properties; proposed contours must match existing contours at property lines (unless adjacent property is unimproved).
- ☐ All rear and side yard swales and high point/break point elevations.
- ☐ Finished grade a minimum of 6 inches below the top of foundation with a minimum 6 inches of pitch away from building in first 10 feet.
- ☐ Maximum ground slope is 4:1. Minimum ground slope is 2%.
- ☐ Location of all downspout and sump pump discharges and associated improvements – all such discharges shall be a minimum of 10' from all property lines.
- ☐ Location of B-Box - must be in public parkway, not located in easements or driveway pavement.
- ☐ Label water service and sanitary service lines and minimum separation of water and sewer services (10' required). A minimum 1.5" water service line is required.
- ☐ All existing and proposed improvements in the adjacent public right of way including sidewalks, curbs, edge of pavement, utilities and manholes (with elevations), and parkway trees.
- ☐ Typical detail for any proposed public sidewalks (5 feet wide; 5 inches of concrete on 2 inches of aggregate; through driveway is 7 inches of concrete on 2 inches of aggregate).
- ☐ Elevation of top of curb to sidewalk, sidewalk should be higher by 0.4 feet, to front of walk. Walk to have a 2% (1.2 inches) cross pitch toward street.
- ☐ Location, size, species, and condition of all existing trees 8" D.B.H. and larger (measured 4.5' above grade). May be provided on separate sheet with tree preservation plan for wooded lots.
- ☐ All site preparation and maintenance facilities and notes (see handout titled Site Preparation and Maintenance for further details).

Architectural Plans and Engineering Plan must be coordinated to match.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Site Preparation and Maintenance

Engineering plans for new non-residential or additions to a commercial building must show compliance with the site preparation and maintenance requirements listed below. A Village inspection and approval of the site preparation facilities is required prior to commencement of any exterior construction. The contractor is responsible for properly maintaining the site throughout the duration of the project. Random site inspections will be conducted by the Village.

- **Gravel Construction Entryway** – For lots without a hard surfaced driveway, a gravel construction access must be maintained until a hard surfaced driveway is completed. The contractor is responsible for keeping street and sidewalks free of mud and gravel at all times. Generally construction entryways are to be located over the future location of the driveway.
- **Silt Fence** – A trenched erosion control fence must be constructed and properly maintained until seed, sod, or other suitable ground cover is established.
- **Construction Fence**
 - Construction fencing is required prior to the start of construction for all projects involving substantial grading or foundation work as determined by the Village Engineer.
 - Construction fencing is to be properly maintained for the duration of exterior work on the property. Damaged or leaning fencing must be repair immediately.
 - Construction fencing shall enclose the entire work area except for the gravel drive.
 - All construction work and staging must be contained within the fenced area.
 - Construction fencing shall be of the materials and specifications that are shown herein.
- **Code of Conduct and Permit Sign** – to be installed with the face of the sign being clearly visible to the public, at the site entrance just outside the construction fencing.
- **Dumpster** – to be located within the fenced area, and kept covered at all times.
- **Portable Sanitation Facility and/or Construction Trailer** – to be located on private property within the fenced area. A separate permit is required for construction trailers.
- **Inclusion of the following notes:**
 - “All streets must be kept clear of mud, stone, or other debris at all times. Streets shall be “broom-clean” at the end of each work day. No material can be stored at any time on Village roadways or parkways.”
 - “Any damage to public property or the public right-of-way, including but not limited to the street, curb, sidewalks, parkways, parkway trees, and utilities, should be immediately reported to the Village and must be restored to the satisfaction of the Village Engineer prior to release of the cash bond.”

Repeat violations of the site preparation requirements will result in the issuance of a Stop Work Order without further notice from the Village

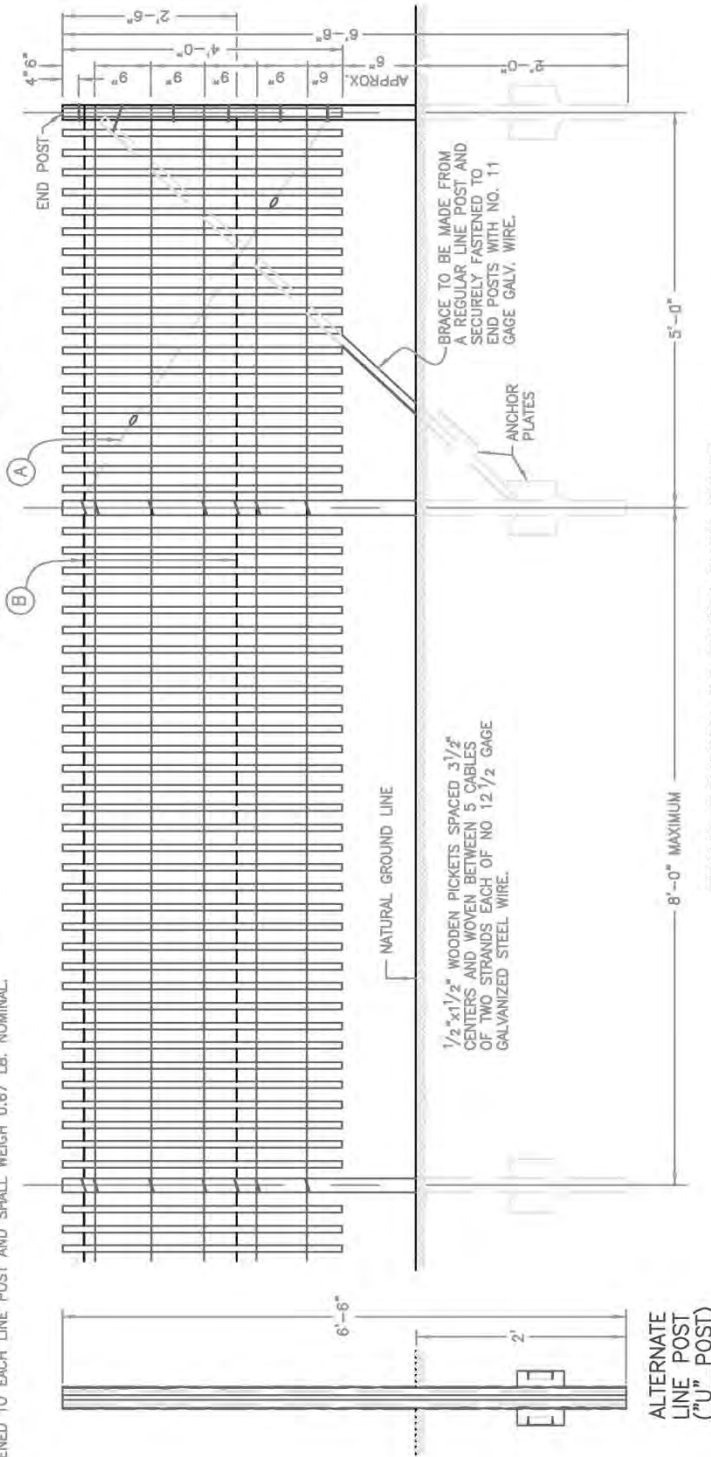
A Stop Work Order may be issued for failure to comply with any of the above site maintenance requirements. Work may not resume until the violations are resolved to the satisfaction of the Building Officer or Village Engineer and the \$300 stop work order fee is paid.

GENERAL NOTES

1. WIRE-BOUND PICKET FENCE, CONFORMING TO ASTM F 537, IS TO BE STRETCHED TIGHT AND SECURELY FASTENED TO ALL POSTS WITH 11 GA. GALVANIZED STEEL WIRE CLAMPS OR 12 1/2 GA. GALVANIZED STEEL WIRE TIES.
2. ALL FENCE POSTS, COMPLETE WITH ANCHOR PLATE, SHALL BE HOT-DIPPED GALVANIZED, ALL CONFORMING TO REQUIREMENTS OF AISI-M 281. LINE POSTS (WITHOUT ANCHOR) SHALL WEIGH NOT LESS THAN 1.33 LBS PER LINE FT. (RAW). SUITABLE ANCHOR PLATES SHALL BE SECURELY FASTENED TO EACH LINE POST AND SHALL WEIGH 0.67 LB. NOMINAL.

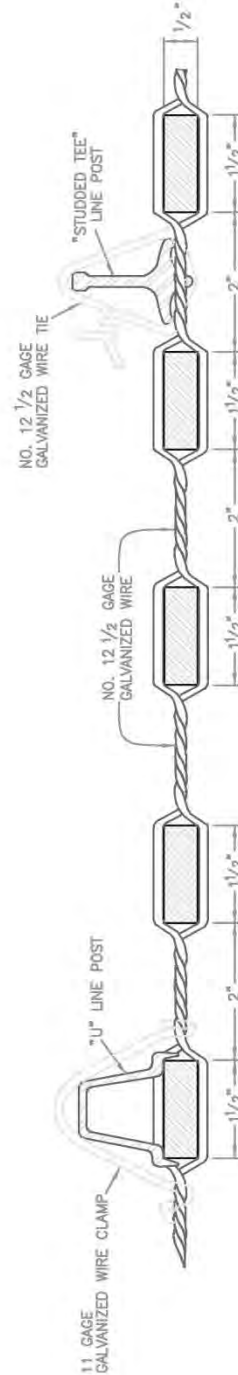
FENCE TO BE SECURELY BRACED AT EACH END PANEL WITH A REGULAR LINE POST AND 1 DIAGONAL CABLE CONSISTING OF 2 STRANDS OF TWISTED WIRE. EACH STRAND TO CONSIST OF TWO 12 1/2 GAGE GALVANIZED WIRES. (A)

TWO HORIZONTAL WIRES (B) SHALL BE STRUNG BEHIND THE PICKETS FOR THE FULL LENGTH OF THE FENCE. EACH HORIZONTAL WIRE TO CONSIST OF TWO 12 1/2 GAGE TWISTED GALVANIZED WIRES. EACH HORIZONTAL WIRE IS TO BE FASTENED SECURELY TO EACH FENCE POST BY MEANS OF 11 GAGE WIRE CLAMPS OR NO 12 1/2 GAGE WIRE TIES.



FRONT ELEVATION OF PICKET SNOW FENCE

ALTERNATE LINE POST ("U" POST)



NOTE: OTHER SECTIONS OF STEEL POSTS HAVING EQUAL WEIGHT AND EQUIVALENT STRENGTH MAY BE USED IN LIEU OF EITHER OF THESE SECTIONS.

TYPICAL SECTIONS THROUGH SNOW FENCE POST AND PICKETS



Village of Burr Ridge, IL
Engineering Department
7860 S. County Line Road
Burr Ridge, IL 60527
Phone: (630) 654-8181
FAX: (630) 654-8269

Standard Plan Revised

Date: Comments:

PICKET
SNOW FENCE

STANDARD PLAN

F-1

Sheet No. 1 of 1



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Non-Residential Fee Schedule

Table 250.4.1 Plan Review Fee for Non-Residential Permits

Cubic Feet	Building Plan Review	Plumbing Plan Review	Mechanical Plan Review	Electrical Plan Review	Energy Plan Review
1 to 60,000	\$ 718	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
60,001 to 80,000	\$883	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
80,001 to 100,000	\$ 1,130	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
100,001 to 150,000	\$ 1,291	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
150,001 to 200,000	\$ 1,468	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
200,001 plus	\$ 1,725 + \$16 for each 10,000 cubic feet over 200,000	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
<i>Plan review Fees are cumulative. For example, the plan review fee for an 80,001 cubic foot building with plumbing, mechanical and electrical is \$2,825 as follows:</i>					
<i>80,001 Cubic Feet</i>	\$1,130	\$282.50	\$282.50	\$565	\$565

Table 250.4.2 Inspection Fee for Non-Residential Permits

Building	Plumbing	Mechanical	Electrical	Energy	
\$0.29 per square foot	\$0.09 per square foot	\$0.09 per square foot	\$0.09 per square foot	\$0.09 per square foot	
<i>Inspection fees are cumulative. For example, the inspection fee for a 30,000 square foot building with plumbing, mechanical and electrical is \$19,500 as follows:</i>					
\$8,700	\$2,700	\$2,700	\$2,700	\$2,700	

250.4.3 Non-Single-Family Residential Permit Fee

The permit fee for a new non-residential building, building addition, or building alteration shall be equal to the combined plan review and inspection fees (minus the application fee) and shall be paid in full prior to issuance of the permit.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Cash Performance Bond & Landscape Bond

Cash Performance Bond

- Prior to issuance of any building permit for any new structure or building or for those permits for structural additions or alterations which, in the opinion of the Building Commissioner, involve a significant cost or affect drainage patterns, the applicant shall deposit with the Village a performance guarantee in the form of a cash bond in the amount of \$5,000.00.
- The performance bond shall be for the purpose of insuring against damage to public property by the general contractor or any sub-contractor or employee that may perform work under the building permit and to assure compliance with the building code requirements (for further explanation see Section 250.7 of the Burr Ridge Building Ordinance)

Refunding of Cash Performance Bond

- **New Construction:** Final inspection of the structure must be complete. Two copies of an as-built (final) topographical survey shall be submitted and approved by the Village Engineer. A site inspection by the Village Engineer/Public Works Department will also be performed. Once the inspections are completed and approved, the bond release will be authorized by the Community Development Director.
- **Additions/Alterations:** Final inspection of the structure must be complete. A site inspection by the Village Engineer/Public Works Department may be necessary.

Landscape Bond

- If landscaping (ground cover) of the site cannot be completed prior to receiving a Certificate of Occupancy (CO), an additional cash bond of \$2,500 shall be deposited with the Village.
- Final grading must be approved by the Village prior to landscaping.
- A landscape bond shall be deposited to insure that landscaping is completed within 45 days of a CO being issued between April 15 and October 15 or by the forthcoming May 15 for Certificates of Occupancy issued between October 16 and April 14.

Refunding of Landscaping Bond

- Once landscaping is complete, the permittee shall call for a site inspection to be completed by the Village Engineer/Public Works Department. Once the inspection is completed and approved, the bond release will be authorized by the Community Development Director.

Forfeiture of Bond(s)

- It is the responsibility of the permit applicant to ensure that all construction, grading, and fee requirements are completed prior to release of the bond and to schedule the appropriate bond release inspections.
- For permits where a CO is issued, bond release requirements shall be completed and inspection requested within 1 year of issuance of the CO or the bond will be forfeited.
- For permits where a CO is not issued, bond release requirements shall be completed and inspection requested within 1 year of issuance of the permit or the bond will be forfeited.

Please call 630-654-8181, extension 3100 to schedule all inspections

You must allow approximately 4 weeks to receive the bond refund. All Cash Performance and Landscape Bonds are released to the person(s) who originally deposited said bond.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certificates of Occupancy

A request for a Certificate of Occupancy shall be made at least 2 business days before the Certificate of Occupancy will be issued. It is recommended, however, to allow more time for re-inspections which are likely to be necessary.

The minimum requirements for occupancy are as follows:

- All exterior work shall be completed prior to issuance of a CO. Exterior work includes the building façade, sidewalks and driveways, grading and landscaping (ground cover only).
- Connection to public water and sewer complete. Completion shall include installation of the water meter, which will be sealed and inspected once the meter is installed and the remote reader will be installed by Public Works.
- All plumbing shown on the approved plans.
- Electrical wiring complete.
- Heating system complete.
- Basement floor, drain tile and sump pump shall be installed.
- All interior floor finishes shall be installed or other measures shall be provided to eliminate any trip hazard.
- Any concrete floors in the habitable area of the building must be poured.
- Completion of any water main extensions and other land improvements.
- Landscaping complete or \$2,500.00 additional cash bond deposited (see Cash Performance and Landscape Bond information sheet)
- All fees, including but not limited to, re-inspection fees, construction water use, recapture fees, etc. shall be paid.
- All final inspections shall be scheduled, completed, and approved by the Village and Fire District.



VILLAGE OF BURR RIDGE APPLICATION FOR ZONING CERTIFICATE OF OCCUPANCY

_____ date

The Burr Ridge Zoning Ordinance requires issuance of a Zoning Certificate of Occupancy prior to occupancy of any non-residential building or tenant space. Application for a Zoning Certificate of Occupancy requires completion of this form and a **\$50.00 application fee**. A Zoning Certificate of Occupancy certifies that the land use is permitted by the Burr Ridge Zoning Ordinance but does not validate or legalize existing or future violations of the Burr Ridge Municipal Code, Zoning Ordinance, or Building Codes. The Village of Burr Ridge reserves the right to enforce any and all such violations, now or in the future.

NAME OF BUSINESS:	
TELEPHONE NUMBER:	BUSINESS ADDRESS: Burr Ridge, IL 60527
BUSINESS OWNER:	

TYPE OF BUSINESS (Please provide a description of the business activities that will take place at the above address. Attach additional information as needed. Please include information pertaining to types of goods produced or sold, services provided, number and types of clients/customers, and any other pertinent information that may be relevant in describing the business or establishment. Check all applicable types of businesses listed below):

Industrial: ____ Manufacturing ____ Research ____ Warehouse ____ Other	Commercial: ____ Retail Sales ____ Retail Services ____ Restaurant ____ Other	Office: ____ Medical/Dental ____ Business ____ Professional ____ Other
This application is ____ New Business in Village ____ Relocation within Village For (check one): ____ Expansion of Business at Same Location ____ Other		
No. of Employees On Premises at Peak Occupancy: (for determining parking requirements)	Floor Area of Space to be Occupied:	
Number of On-Site Parking Spaces Available:	Number of Off-Street Loading Berths:	
Business Hours and Days:	Sales Tax ID No. (for retail only)	
Name of Business Previously Occupying Floor Space:		

BUSINESS CONTACT:

_____ Name	_____ Telephone #
_____ Address	_____ For Police Emergency Purposes

PROPERTY OWNER:

_____ Name	_____ Telephone #
_____ Address	

Please type or print all requested information. Allow one to two weeks for processing of the application form. The applicant will be contacted upon completion of the Village's review of this application. Failure to provide all information will delay processing.